

Destruction of Records Procedure

Criteria Matrix for assessing the eligibility of records for destruction

CRITERIA	RECORD TYPES				
	Physical				Digital
Assessing the eligibility of the records before carrying out their destruction NB: To be eligible for destruction <u>all ticked areas must apply</u> to the record type.	Paper Records that have been scanned	Paper Records	Other Physical Records that have been digitised	Other Physical Records	Born or Digitised Electronic Records
a. The records are not on the exceptions list (refer to 'Exceptions' provisions). They are classified as temporary under the approved retention and disposal schedules.	✓	✓	✓	✓	✓
b. The records are past their expiry date in accordance with the terms written under the approved retention and disposal schedules.	NA	✓	NA	✓	✓
c. There are no other local organisational unit matters that can be reasonably expected that would apply to these records, prohibiting their destruction.	✓	✓	✓	✓	✓
d. The physical source record (for example: paper record, photograph, microform, etc) has been converted to an approved digital format as per 'Physical Source Records After Digitisation' provisions.	✓	NA	✓	NA	NA
e. Digitised copies produced from the physical source record, have been subject to an approved quality assurance process (refer 'Physical Source Records After Digitisation' and 'Information Steward' provisions).	✓	NA	✓	NA	NA
f. The records have been assessed and organised in collaboration with the Records Management and Advisory Services (RMAS) team	✓	✓	✓	✓	✓
g. The destruction log has been completed and authorised (refer 'Create Evidence of Destruction Process', 'Information Stewards', 'Manager of Records Management' and 'Recording and Reporting' provisions).	✓	✓	✓	✓	✓

NA = not applicable to that particular record type

Key

Examples of Physical Records

1. Those records recorded on paper, such as documents, reports, booklets, maps, charts, plans, photographs, etc.
2. Physical mobile objects, that contain recorded information such as: microforms (microfilm); CD's, DVD's, VHS video, USB drive, cassette tape, seismograms, etc

Examples of Digital Records

1. Email, electronic documents, images, forms captured within an IT system, electronic documents captured within an electronic system (LJQ system of records).
2. Information published on web sites, recordings of meetings, security video recordings, etc.
3. Digitised records — these are records that have been produced through the scanning or conversion of a record type into a standard digital format.